

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Standing Subcommittee: Community Relations
Monday, October 25, 2021
6:00 PM***

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

You are invited to a Zoom webinar:

When: Oct 25, 2021 06:00 PM Eastern Time (US and Canada)

Topic: School Committee Community Relations Subcommittee Meeting

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_MXCWU-KgR--pVwFQ_kFFEQ

After registering, you will receive a confirmation email containing information about joining the webinar.

Public Participation

Discussion of After School Programming

- KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS

Discussion of Community Survey Regarding After School Needs

Approval of Minutes Dated June 3, 2021

New Business

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Correspondence Received

Email to E.Diggins from L. Lee, 10/16/2021, RE: Gap in availability of afterschool programs on site for children of the school.

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Liz Diggins at ediggins@arlington.k12.ma.us.



Town of Arlington, Massachusetts

Meeting Location

Summary:

Conducted by Remote Participation

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Town of Arlington, Massachusetts

Open Meeting (Liz Exton)

ATTACHMENTS:

Type	File Name	Description
Reference Material	Open_Meeting_Attachment_-_1_Conducted_by_Remote_Participation_us_-_Attachment_1_for EVERY_agenda.pdf	Open Meeting Attachment 1
Reference Material	Open_Meeting_Attachment_-_2_Remote_Meeting_Script_-_Attachment_3_-_for EVERY_agenda.pdf	Open Meeting Attachment 2
Reference Material	Open_Meeting_Attachment_-_3_DRAFT_SCRIPT_FOR_REMOTELY_CONDUCTED_OPEN_MEETINGS.pdf	Open Meeting Attachment 3
Reference Material	Open_Meeting_Attachment_-_4_Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_-_Attachment_4_-_for EVERY_agenda.pdf	Open Meeting Attachment 4

Conducted by Remote Participation

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DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status

Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members



**Town of Arlington
Legal Department**

Douglas W. Heim
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Website: www.arlingtonma.gov

To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,
Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



Town of Arlington, Massachusetts

Public Participation



Town of Arlington, Massachusetts

Discussion of After School Programming

Summary:

- KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS

ATTACHMENTS:

Type	File Name	Description
Policy	File__KFD_-_SURPLUS_SPACE_POLICY_FOR_EXTENDED_DAY_PROGRAMS.pdf	KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS

File: KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS

The School Committee permits the use of available surplus school space for child care facilities, play groups and extended day programs for the education and safety of the child and convenience of those parent/guardians who need these services. Surplus space is defined as classrooms, common areas, auditoriums, recreation space and other areas that are available outside of the normal school day. Classrooms and other areas are designated as available by the principal or principal's designee.

It is the Committee's intent that surplus space be utilized to allow as many families as possible to access extended day services. By May 1 each year, the Superintendent is required to present to the School Committee a report on the number of students in extended day programs in the district's surplus space, the number of students on waiting lists for these programs, and the availability of surplus space within the district to accommodate the needs of families requesting extended day services.

Any arrangements for use of available surplus space will be reviewed for renewal on an annual basis. The School Committee offers rental space so that these programs may be offered at the most reasonable cost possible. A request for a permit must be completed as a condition for the use of the space.

A descriptive brochure or summary of the program along with a financial statement including revenues, the director's salary, teachers' salaries, supplies and any and all other operating expenses shall be presented to the School Committee by the Superintendent no later than December 31 of each school year.

Failure to comply with guidelines for these programs and financial disclosures as stated above may be brought before the School Committee. The School Committee may authorize the Superintendent of Schools to negotiate with other parties to maintain extended day programs in the Arlington Public Schools or take any other action deemed necessary.

The occupant shall maintain public liability insurance. Limits will be negotiated by the Superintendent in conjunction with legal counsel. Such insurance shall name the program and the Town of Arlington as insureds as their respective interests may appear.

Arlington Public Schools

Revised and approved 4/11/2019



Town of Arlington, Massachusetts

Discussion of Community Survey Regarding After School Needs

Summary:



Town of Arlington, Massachusetts

Approval of Minutes Dated June 3, 2021

ATTACHMENTS:

	Type	File Name	Description
▢	Minutes	CR_Subcommittee_Minutes_6_3_2021.pdf	Meeting Minutes - June 3, 2021

Arlington School Committee
Standing Subcommittee: Community Relations Subcommittee
Thursday, June 3, 2021
4:00pm

The meeting was called to order at 4:02 p.m. The meeting was conducted by remote participation via Zoom.

Subcommittee members present: Liz Exton, Len Kardon, Jeff Thielman

Other School Committee members present: Bill Hayner, Jane Morgan

Also Present: Dan Sheehan, Interim Director of Information Technology (Dan was excused at 4:25pm)

Open Meeting – The chair read the governor’s order suspending certain provisions of the Open Meeting Law

Approval of Minutes

On a **motion** by Mr. Thielman, **seconded** by Mr. Kardon, it was **voted** to approve the Community Relations subcommittee minutes of December 11, 2020.

Roll Call: Jeff Thielman - Yes, Len Kardon - Yes, Liz Exton - Yes, (3-0)

Discussion on Return to In-Person Meetings

Ms. Exton shared that there are no longer town specific health and safety requirements related to COVID for public meetings. The CDC recommends that those who are not vaccinated should wear a face covering. Dan Sheehan (Interim Director of IT) and Jeff Munro (ACMI) are working on upgrading the technology in the SC room at AHS to allow for a hybrid meeting format.

Mr. Thielman asked about how the technology and equipment could also be transferred to the new School Committee room in the new building. Mr. Kardon suggested that for the short term the committee could have committee members call in, as has always been allowed, or use a simple Zoom in for public participation. Mr. Sheehan is working with ACMI and Skanska/HMFH Architects to ensure that the audio/visual equipment he is ordering is compatible with the new School Committee room in the new building.

On a **motion** by Mr. Kardon, **seconded** by Mr. Thielman, it was **voted** to recommend that the Policy Subcommittee revise the public participation policy to permit remote participation.

Roll Call: Mr. Kardon Yes Mr. Thielman Yes Ms. Exton Yes (3-0)

On a **motion** by Mr. Kardon, **seconded** by Mr. Thielman, it was **voted** to recommend to the full committee to return to primarily in-person School Committee meetings starting on July 1, 2021.

Roll Call: Mr. Kardon Yes Mr. Thielman Yes Ms. Exton Yes (3-0)

Evaluate School Committee Chats

Mr. Thielman stated that the chats were a good opportunity for the community to share their thoughts, especially this year, and Zoom is a good platform. Mr. Kardon stated that the remote

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format increased participation, and felt that every Saturday was too frequent. He suggested that at least two committee members be present at each chat. Mr. Hayner agreed that more than one member should be present, but cautioned that there could not be four members present as that creates a quorum. Ms. Exton agreed that Zoom is a good platform and every week is too frequent. She suggested alternating weekends and weekdays. Mr. Thielman suggested having 2-3 per year during the week, and to keep them primarily on Saturday. He then asked about the possibility of having people sign up in advance so the committee would know how many people to expect.

Planning for Fall 2021 School Committee Chats

It was agreed to continue the chats in 2021-2022 on a less frequent basis. Mr. Kardon suggested editing the guidelines to clarify that chats are not a forum to discuss individual issues.

New Business

Mr. Thielman asked if we need to revisit dates and times of future School committee meetings so that all members are able to participate in-person if they wish. Mr. Hayner will follow up with committee members to determine if this is necessary.

On a **motion** by Mr. Thielman, **seconded** by Mr. Kardon, it was **voted** to adjourn at 4:38pm.
Roll Call: Jeff Thielman - Yes, Len Kardon - Yes, Liz Exton - Yes (3-0)



Town of Arlington, Massachusetts

New Business



Town of Arlington, Massachusetts

Adjournment



Town of Arlington, Massachusetts

Correspondence Received

Summary:

Email to E.Diggins from L. Lee, 10/16/2021, RE: Gap in availability of afterschool programs on site for children of the school.